

February 20, 2007

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 06-20
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Regional Disability Coordinators

1. Purpose. To provide information to the Job Corps community on the availability of regional disability coordinators who will support Job Corps staff in working with applicants and students with disabilities.

2. Background. Job Corps staff are currently provided assistance in working with applicants and students with disabilities by the National Office. To supplement this support, each region will now have a part-time disability coordinator to assist with disability-related program issues. The disability coordinator will serve as the designated point of contact in each region and will be supported by subject matter experts who can provide specialized technical assistance and guidance on an as needed basis.

The primary purpose of establishing the regional disability coordinators is to provide assistance with developing effective center disability programs that meet PRH requirements.

Specific support provided will vary depending on the needs of the region. Tasks may include:

- Assisting the region in reviewing files of applicants with disabilities recommended for denial to ensure the center conducted appropriate applicant file review and accommodation processes;

- Working with center disability coordinators and other staff to evaluate and improve the center's disability program;
- Providing technical assistance by e-mail/phone;
- Assisting with the development of regional disability guidelines, policies, and procedures;
- Conducting center visits to review disability programs and/or resolve issues;
- Orienting new center disability coordinators;
- Conducting regular conference calls with center disability coordinators (and other staff when appropriate) to provide and share information;
- Developing and presenting regional disability training programs;
- Monitoring disability data collection in the Center Information System (CIS); and
- Assisting in developing center or regional partnerships with disability agencies.

3. Action. The National Office will contact each Regional Director to determine how to best provide support given available resources. Regional Offices will then provide centers with disability coordinator contact information and other specifics about how support will be provided. Until then, Job Corps staff should continue to use the resources already available, including the following:

- Job Corps Disability Website
<http://jcdisability.jobcorps.gov>
- Supporting Students with Learning Disabilities Website
<http://jccdr.jobcorps.gov/ld>
- Barbara Grove, National Nurse Consultant, National Office
grove.barbara@dol.gov or (202) 693-3116
- Michelle Day, Disability Coordinator, Humanitas
michelle.day@humanitas.com or (301) 608-3290, ext. 409

Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Barbara Grove at (202) 693-3116 or grove.barbara@dol.gov.